



## Lamar University – M.Ed. in Educational Technology Leadership

### Field-based Activities Monthly Report: Log

**Instructions:** Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>October 2011</u> month:		Total Internship hours at the start of the	286.5
Week	Functions	Description	Hrs
1	Week's Activities	Troubleshooting problems with TEA site, Adobe Photoshop Permissions, Install Browser Proxy for 45 dual credit computers. Diagnosed network wiring issue in H.S. Rm 17, My workstation change out initiated and completed relocated files, printer drivers, et. Teacher workstation/printer issue Barbara Braune. Intense diagnostics on Printer- reported it to Epson.	36.25
	Standard/Indicator	TF.1.A.-B., TF.IV.B-C., TF.VII.A.1-8 S1., S.II.C.-D., S.V., S.VII.	
	Communication with Mentor	Notified Superintendent of problems with Adobe, partial resolution T.D's computer, wiring issues in Rm 17 and BB.'s printer. Approved ordering supplies to add ports in Rm 17 and H.S. Science Room.	
2	Week's Activities	T.S. P.E.T. submission issues, McKinney Vento update to Ms. Bettin, Ok'd posters in appropriate office-Reviewed DIMP and CIMP for Homeless Act inclusion- updated each accordingly. Registered on site to receive free posters. (Not here yet 11/5/11) Rolled Tech Plan up for editing for Y15 cycle, Started Y15 470 for ERATE: Started to Clean Old information of the old PEIMS workstations, and installation of new office 2010 (3 hrs per machine after updates installed too)- troubleshoot Adobe permissions again trying additional fixes. Contacted adobe and Microsoft tech support to see if they answered requests for help with this issue. Contacted M&A.	43.8
	Standard/Indicator	TF. TF.1.A.-BTF.IV.B-C., TF.VII.A.1-8 S1., S.II.C.-D., S.V., S.VII.	
	Communication with Mentor	Informed of PET issue –took most of Monday to resolve. Informed of McKinney Vento Legislation and received permission to get posters-Discussed possible additions to 470 RFP – Add additional bandwidth for comparison sake where GVEC service concerned, leased phone system, otherwise, traditional .(POTS,T-1, ISP). She approved submission of 470. Updated on Adobe situation- think it is done.	
3	Week's Activities	Repair malfunctioning links on website; Teacher irritated that Adobe permissions still not resolved, apparently some work and others don't. Spent most of Monday in the lab again reworking and double checking	

		settings, got student logins to check setting inside each account. Resolution achieved.  Continued working over used machines reconditioning for location to special education speech therapist, annual room, and library. Created Notice about Marque project for web site. TxEis update downloaded, installed and tested.	<b>42.65</b>
	<b>Standard/Indicator</b>	<b>TF., TF. 1.A.-BTF. IV.B-C., TF..VII.A.1-8 .S1. , S.II.C.-D., S.V.,</b>	
	<b>Communication with Mentor</b>	Adobe issue discussed with Blocker.	
<b>4</b>	<b>Week's Activities</b>	SHAR's Cost report – issues need resolution, worked with special education director to verify error(s). Contacted State SHARS office. Reviewed document links on website, updated a few, New site still not allowing display of pictures. Contacted Ken to trouble shoot. They started working shortly after that. Updated exisiting web site and sandbox to newest security versions, backed up web sites Continued working on Photo issue. Tried a different module, it looks great- just need to reorganize photo file structure. Edited and uploaded large number of photos from football season to update website(s).	<b>51.45</b>
	<b>Standard/Indicator</b>	<b>TF., 1.A.-B, TF.,IV.B-C., TF.VII.A.1-8 S1., , S.II.C.-D., S.V., S.VII.</b>	
	<b>Communication with Mentor</b>	.Shars issue discussed, she was gone last 2.5 days of the week.	
<b>5</b>	<b>Week's Activities</b>		
	<b>Standard/Indicator</b>		
	<b>Communication with Mentor</b>		
<b>Hours worked this month:</b>			<b>174.15</b>
<b>Total Internship hours to date including this month:</b>			<b>460.30</b>